

# **CITY OF SANTA BARBARA CIVIL SERVICE COMMISSION**

## **MINUTES REGULAR MEETING**

Monday, September 12, 2011

4:15 p.m.

Room 15, Top Floor, City Hall

735 Anacapa Street, Santa Barbara, California

### **ORDER OF BUSINESS:**

1. *Call to Order & Roll Call.* The meeting was called to order at 4:16 p.m. by Chair Gabe Garcia. Present: Chair Gabe Garcia, Vice-Chair Donna Lewis and Commissioners Kathryn McKee and Gabe Dominocielo. Staff member Barbara Barker was also present. Absent: Commissioner Alan Kasehagen.
2. *Public Comment.* None. The Commission decided that for the title of this item would be changed from "Opportunity for Public Comment" to "Public Comment."
3. *Approval of the Minutes from the meeting of Monday, July 11, 2011. Approval of the Revised Minutes from the March 14, 2011 meeting.* The motion to approve the July 11, 2011 minutes was moved and seconded (McKee/Lewis) and approved by voice vote with Chair Gabe Garcia abstaining. The motion to approve the revised minutes of the March 14, 2011 meeting were moved and seconded (Lewis/McKee) and approved by unanimous voice vote.
4. *Human Resources to provide a) a status report on performance management and b) an overview of personnel-related documents housed in Human Resources and at the departments.* Staff member Barbara Barker presented information related to: the City's performance management program which includes the goal that 85% of evaluations are completed on-time with quarterly reports and year-end data presented to City Council each year; employee training related to the discipline process and preparing performance evaluations; computer program which allows managers and supervisor to track the training classes they and their employees have attended; and the various Human Resources-related files maintained in Human Resources and in other departments.
5. *Topics for the next meeting, which is scheduled for Monday, November 14, 2011.* None.
6. *Adjournment of Meeting.* A motion was made and seconded (McKee/Lewis) and unanimously approved by voice vote to adjourn the meeting. The meeting was adjourned at 4:35 p.m.

Materials related to an item on this agenda submitted to the Civil Service Commission after distribution of the agenda packet are available for public inspection in the Human Resources Office located at City Hall, 735 Anacapa Street, Santa Barbara during normal business hours.

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact Barbara Barker at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.